College of Built Environments
Visiting Scholars

The College of Built Environments (CBE) is committed to advancing international dialogues with colleagues who share our disciplinary perspectives in research and teaching. We welcome visiting scholars who wish to advance their studies and/or research in areas that align with our topics of investigation and pedagogical structure.

Visiting Scholars can expect that their affiliation with our College will entitle them to library access privileges and a diverse range of activities and lectures. They are welcome to visit appropriate classes at the discretion of individual instructors. Visiting scholars are often invited to make a presentation to faculty and/or students about their research.

Prospective visitors should note that the College does not provide financial support, telephone or computer facilities, or office space to Visiting Scholars. Visitors are required to cover their own expenses in all respects in addition to the listed fees.

Fees
- Visiting Scholar Fee: $250 per month for duration of visit
- UW DS2019 Form Fee: approximately $235 per person, $50 fee to reissue (for date changes, etc)
- SEVIS Database Fee: approximately $200
- Visa Fee: approximately $160 for a J-1 visa

The total amount of fees will be paid directly to the host department upon arrival of the Visiting Scholar.

Requirements pertaining to financial and insurance matters can be found at these two University of Washington websites:
- o [Funding for J-1 Exchange Visitors](#)
- o [J-1 Insurance Requirements](#)
- o

Prospective visiting scholars should inquire 6-12 months in advance of the time of their anticipated visit.

Please note the following requirements:
- Professorial appointment at home institution. University of Washington policy requires that all visiting scholars have regular professional faculty appointments in established academic departments at their home institutions of higher learning to which they will return when their University of Washington visit ends.
- Faculty Sponsor. Before the department can extend an invitation, and in order to ensure that our visiting scholars have a point-of-connection during their stay, we require that a member of our faculty agree to act as a sponsor for the duration of the visiting scholar's time here.

Application procedures
Please note that individual departments may have additional requirements. At a minimum, visiting scholar requests must include:

- Letter from the prospective visitor giving a brief sketch of the visitor's teaching and research background, explaining what the visitor proposes to work on while here and why this college is a desirable or appropriate place to carry out that work.
- A curriculum vita, including publications.
- One letter of recommendation. This letter should come from other faculty or professionals in your discipline who can best evaluate your capacity for research in the US.
- Specific dates of the proposed visit.
- The name of their faculty sponsor.

These documents should be submitted electronically as pdf attachments. Departments hosting the faculty sponsor will review and approve Visiting Scholar applications.